



CITY OF HOUSTON

Job Posting

OC

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Coordinator (Part-time/Grant Funded Position)
Posting Number	PN# 112200
Department	Library
Division	Operations
Section	Youth Services
Reporting Location	500 McKinney
Workdays & Hours	M-F 8-5*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Public Library seeks a creative, energetic, organized Administrative Coordinator to assist with the management of the Fountain of Youth project. The three year project will focus on recruitment and development of fifteen Youth Services Librarians. Duties involve project management, including recruiting from local universities, community organizations and businesses; marketing the Fountain of Youth project through web page development, creation of brochures, flyers, posters and other communications; Planning, research, data collection, analysis and evaluation related to the project such as, student demographics, grades, progress toward degree, trainings attended. Will develop a calendar for leadership training sessions and work with success coaches to provide mentoring during the program. Responsible for presentations at meetings and conferences; preparing written communications including speeches and/or remarks as needed. Performs other tasks and duties essential to the achievement of desired results for the project. Requires some evening and weekends. Part-time 20 hours per week. This position requires an individual with a high level of knowledge, creativity and energy with commitment and proven ability to provide extraordinary customer service to diverse populations.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. Some local travel.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Public Administration or Liberal Arts.

MINIMUM EXPERIENCE REQUIREMENTS

Five years of administrative experience are required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving. (AP2-2)

PREFERENCES

Experience working with outcome-based planning and evaluation a plus. Knowledge of web design and marketing preferred. Good organizational, interpersonal and communication skills, as well as, the ability and desire to make presentations to large groups are critical. Ability to read, write and speak Spanish is strongly desired.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

PART-TIME (20 HRS/WEEK) GRANT FUNDED POSITION
Salary Range - Pay Grade 22

\$24 per hour

OPENING DATE

July 26, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667 . All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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